

MILPERSMAN 1306-913

FLAG WRITER (NEC 2514)

Responsible Office	NAVPERSCOM (PERS-44ES1)	Phone:	DSN	882-3732
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1. Background

a. Flag Writers (NEC 2514) are assigned to the personal staffs of flag and general officers and senior level civilians for the purpose of assisting those individuals with administrative details so they may devote a larger portion of their time to other important matters.

b. Assignments will be made without regard to sea/shore rotational considerations. Assignments to sea billets will be made as requirements dictate, with consideration given to enhancing future advancement opportunities in each individual case.

c. Flag Writer projected rotation dates (PRDs) are initially established to coincide as closely as possible with the anticipated rotation of the incumbent flag officer.

d. Tour length will normally be 24-36 months.

2. Requirements/Qualifications. To qualify for selection as a Flag Writer, a member must possess the following qualifications:

a. Be a warfare qualified YN1, with a minimum of 6 years total service or at least 1 year time in rate on active duty in the Regular Navy, and be on second or subsequent enlistment.

b. Required Armed Services Vocational Aptitude Battery (ASVAB) scores: VE + NO + CS = 165.

c. Have outstanding verbal communications ability, free of speech impediment.

d. Be emotionally able to handle stressful situations and possess the flexibility to work arduous hours. Applicants married to other military members and military single parents should give due consideration to assignment policies governing Flag Writers before applying for this program.

e. Complete sections A, B, D1, and D2 (SBI) of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

f. Required obligated service (OBLISERV) for this program is 36 months.

g. Waivers of the minimum qualifications will not normally be granted.

h. Letter of recommendation from the member's commanding officer stating that the member is fully qualified for the program (noting any waivers that may be required), addressing the member's military bearing, demeanor, and future potential.

i. Members accepted into the Flag Writer Program must sign a NAVPERS 1070/613 upon graduation of the YN "C" school agreeing to maintain physical readiness standards per OPNAVINST 6110.1 (series). Graduates who are unable to maintain physical readiness standards will be released from the program and returned to normal rating detailer for follow-on assignments.

j. Members accepted into the Flag Writer Program will be required to sign a NAVPERS 1070/613 entry upon graduation of the YN "C" School recognizing the fact that their personal conduct, both on-and off-duty, must always be of the highest caliber. If a Flag Writer is unable to maintain good order and discipline, receives any civil or military conviction (less minor traffic violations), or is deemed unsuitable for Flag Writer duty by the Flag Officer, it will serve as grounds for release from the program and the member will be returned to the normal rating detailer for follow-on assignments.

3. Flag Writer Interview

a. Prior to submitting an application for the Flag Writer Program, members should contact the Flag Writer Placement Coordinator (PERS-44ES) in order to discuss the program.

b. The prospective candidate shall be interviewed by a Flag Writer and recommended to the Regional Coordinator for further processing. The Regional Coordinator will contact the applicant and set up an interview with a minimum of three other Flag Writers from the area, if possible, using the NAVPERS 1236/13 (Rev. 3-06), Flag Writer Interview Sheet. The purpose of the interview follows:

(1) Discuss the nature of the program with the applicant, to include training, duty assignments, advancement, etc.

(2) Determine the applicant's reasons for volunteering and assess the motivation to serve as a Flag Writer and complete initial training.

(3) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

c. Performance Evaluation Review. As part of the interview process, the applicant's performance evaluations shall be reviewed to:

- fully assess past performance,
- fully assess potential for development,
- identify traits which could be beneficial to the community, and
- identify traits which could be detrimental to the community.

d. **Questions to Answer.** The interviewer should attempt to answer the following questions during the interview and advise the applicant accordingly:

No.	Questions
1	Does the applicant totally understand the mission and scope of the program?
2	Does the applicant fully understand the initial training and what will be expected?
3	Is the applicant's motivation for entry into the program a sincere desire for personal growth and achievement, and not solely as a method to escape present circumstances, etc.?
4	Does the applicant have the ability to adapt to the requirements of the desired community?
5	Is the applicant mentally prepared for the arduous duty? Does the applicant have any financial, marital, or other hardships that would impede his or her ability to concentrate on and complete the training or fulfill obligations as a flag writer?
6	Does the applicant have a considerable comfort level for working in the Flag Writer environment?

e. **Negative Answers.** A negative response to any of the questions could indicate unsuitability for the program. The Interviewer should further ascertain the applicant's motivation for the program.

4. Requests

a. Requests shall be submitted to NAVPERSCOM, Admin/Deck/Supply Section (PERS-402B) via the administrative chain of command utilizing NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request. Packages will include the following:

(1) Full front and side view digital photographs in service dress uniform or service uniform.

(2) A biography, listing all duty stations with dates and duties.

(3) Last 5 years of evaluations/fitness reports.

(4) Interview appraisal from the Regional Coordinator.

b. Selected candidates will be required to attend the 5-week Flag Writer Course (YN "C" School) at Naval Technical Training Center, Meridian, MS. Upon successful completion of the course, students will be awarded NEC 2514 and detailed to a Flag Writer billet.

c. Those graduates who have not been assigned to a flag or general officer within four months after graduation or acceptance into the program will be returned to their normal rating detailer for follow-on assignment as a 0000 YN and the 2514 NEC will be archived for future detailing.